

GROWTH THROUGH LIFE APPLICATION

Name (please print) _____ ID # _____

Indicate Quarter being requested:

Year _____ Term: Fall _____ Winter _____ Spring _____ Summer _____

Application for Internal GTL Program must be submitted to HR prior to the end of business on MONDAY of WEEK 7. Notification of approval will be provided FRIDAY of Week 7.

PLEASE CHECK THE FOLLOWING TO INDICATE STATUS AND PROGRAM:

- Employee – Internal Program Dependent/Spouse
- Employee – External Program
- Pursuing Degree Type of Degree: _____ Anticipated Graduation Date: _____
- Courses being taken for personal/professional development (not an option for External Program)

DEPENDENT or SPOUSE (complete only if applying for dependent or spouse)

Family member: _____ ID# (if known) _____

Relationship to Employee: _____ Family Member's Date of Birth _____

*Please Note: the supervisor's signature is not required for a family member's application.

I am applying for the Tuition Grant benefit identified for the above-noted quarter and make the following representations:

I understand by applying for the Growth Through Life benefit that I'm choosing to receive the Growth Through Life employee benefit and forego my rights to federal/state aid. EMPLOYEES ARE NOT ELIGIBLE TO RECEIVE BOTH TUITION BENEFIT AND FEDERAL/STATE FINANCIAL AID. I acknowledge I have read the Growth Through Life policy and agree to abide by all the terms of the policy.

Employee Signature: _____ Date: _____

This employee has my permission to enroll in courses for the quarter noted above.

Supervisor's Name (print): _____

Supervisor's Title: _____

Supervisor's Signature: _____ **Date:** _____

To be completed by Department of Human Resources:

The above-named employee has been verified as a full-time employee and has met the eligibility requirements of the Growth Through Life program.

Human Resources Representative: _____ Date: _____

Human Resources Manager/Director: _____ Date: _____

Tax Notice: There may be tax implications for this tuition benefit under IRS regulations. This benefit may be considered taxable wages and subject to income tax withholding. Employees should consult their own tax advisor for assistance and coordinate with Payroll to provide withholding or a standard withholding will be withheld.